

BID BOARD NOTICE

ID Number: MHCC 16-023
Issue Date: March 21, 2016
Title: Consultant to Support the Maryland Health Care Commission's
Primary Care Council

I. PROCUREMENT OBJECTIVES

A. Summary Statement

The Maryland Health Care Commission (MHCC) is a public, regulatory commission. The 15 Commissioners are appointed by the Governor with the advice and consent of the Maryland Senate. Among the Commission's responsibilities is the support of advanced primary care delivery models.

Maryland began a new All-Payer Model Design (Model) in January 2014, under a five-year innovation grant from the Centers for Medicare & Medicaid Services (CMS). Unlike the previous waiver agreement which was memorialized in federal law, the new grant is a contract between Maryland and CMS. The aim of the All-Payer Model is to shift from a system that rewards additional volume of health services to one that improves the health of the population as a whole in a region. The Model envisions starting with hospital services, but eventually encompassing all health care services. The Model ensured Medicare's continued participation in the State's long-standing hospital regulatory system, but establishes tough new requirements for the State. The new model features a commitment by the State to hold the rate of growth in per capita total hospital spending to the long-term rate of growth in the State's economy (3.58% of GDP). Maryland also promised CMS a cumulative savings of \$330 million over the 2014-2018 period, relative to what Medicare would pay in Maryland if it used the same prospective payment system used in all the other states. Maryland committed to reducing potentially avoidable utilization including readmissions, hospital acquired conditions, and ambulatory sensitive conditions.

Global budgets provide a strong impetus for realigning incentives in the system to directly reward care that keeps people healthy and produces good outcomes when they are sick. New models of care delivery must include a balance of incentives and an increased integration of primary care. MHCC has convened a group of primary care leaders to develop recommendations on how primary care effectively collaborates with other providers including hospitals and specialists in delivering value-based care on the new Model.

MHCC seeks to establish a primary care council that could develop proposals for primary care delivery that are consistent with the Triple Aim (improve population health, lower

health care costs, and improve the care experience), foster the development of common metrics, incentives, payment systems, and community solutions whenever possible, and transform practice delivery with accountability for the investments. MHCC also expects the council to work with State agencies and stakeholders in developing recommendations for how advanced primary care concepts including risk-stratified care management, access to services and continuity of care, planned care for population health, comprehensiveness and coordination of services, shared learning, quality of care strategy, and payment methodology can be integrated into broader initiatives spawned by the new All-Payer Model.

The MHCC intends to competitively award a contract to a vendor to develop up to five position briefs, each approximately four pages in length, constructed based on council deliberations. In addition, the vendor will develop a formal charter agreement for the council. The total funding available is \$25,000 and the duration of the engagement is nine months. Offerors must have knowledge of advance primary care delivery and alternative payment methods.

B. Term of Contract

The contract will begin on or about May 1, 2016 with an end date of January 31, 2017.

C. Issuing Office

The issuing office for this solicitation is the Maryland Health Care Commission, 4160 Patterson Avenue, Baltimore, Maryland 21215; Attention: Andrea Allen, Procurement Officer.

D. Vendor Requirements

Before a business entity can do business in the State it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is <http://sdatcert3.resiusa.org/ucc-charter/>.

It is strongly recommended that any potential Offeror complete registration prior to the due date for receipt of proposals. An Offeror's failure to complete registration with SDAT may disqualify an otherwise successful Offeror from final consideration and recommendation for Contract award.

In order to receive a contract award, Offerors must be registered on eMaryland Marketplace (eMM). Registration is free. Go here to register: <https://emaryland.buyspeed.com/bso/>. Click on "Registration" to begin the process and follow the prompts.

E. Submission Deadline

To be eligible for consideration, proposals must be received by the Issuing Officer at the Commission office by 4:00 p.m., Friday, April 8, 2015. All bids must include Federal Tax Identification (FEIN) and eMaryland Marketplace (eMM) Numbers. Consultants mailing proposals should allow sufficient mail delivery time to ensure timely receipt by

the Commission. Bids may also be submitted electronically to Andrea.Allen@maryland.gov by the specified date and time.

F. Procurement Method

The procurement method for this solicitation is a small procurement as described in the Code of Maryland Regulations (COMAR) 21.05.07. The maximum award allowed under these regulations is \$25,000.

II. SPECIFICATIONS

For additional information contact Melanie, Cavaliere, Chief, Innovative Care Delivery at the Maryland Health Care Commission:

Phone: 410-764-3282

E-Mail: melanie.cavaliere@maryland.gov

III. BASIS FOR AWARD

In recommending an Offeror for award, an Evaluation Committee will be established to review all proposals. The Committee will give more weight to an Offeror's technical proposal than to its financial proposal. The Committee shall recommend the Offeror whose proposals provide the most advantageous offer to the State.

IV. SELECTION PROCESS

A. Evaluation Committee

An Evaluation Committee appointed by the Issuing Office will evaluate all proposals received by the closing deadline. The Evaluation Committee may request additional technical assistance from any source.

The Evaluation Committee will evaluate each technical proposal using the evaluation criteria set forth below. Only those technical proposals deemed reasonably susceptible of being selected for an award and whose offeror is initially judged to be "responsible" shall be considered "qualified offerors." All other offers will not be considered qualified and the offerors shall be so notified.

In recommending an Offeror for award, the Evaluation Committee will give more weight to an offeror's technical proposal than to its financial proposal. The Committee shall recommend qualification of offerors whose proposals provide the most advantageous offers to the State considering price and the evaluation criteria set forth in the offers.

B. Evaluation Criteria

The evaluation criteria set forth below are arranged in descending order of importance. (Therefore, 1 is more important than 2 and 2 is more important than 3) Within each criteria the subcriteria are also arranged in descending order of importance. (In other words, 2.A is more important than 2.B; and 3.A, is more important than 3.B., and 3.B. is more important than 3.C., etc.) In addition, it would be improper to assume that 2.A. is either less important or more important than 3.A., 3.B., etc. An offeror can only conclude that criteria 3 as a whole is less important than criteria 2 as a whole.

1. Experience and Qualifications of the Proposed Staff
 - a. Knowledge of advance primary care delivery and alternative payment methods;
 - b. Familiarity with the global payment model in Maryland;
 - c. Knowledge of the challenges and barriers of health care reform on primary care;
 - d. Completion of at least three prior verifiable engagements where the work was focused on advance primary care delivery and alternative payment models; and
 - e. Worked with primary care practices in the process of achieving practice transformation.
2. Proposed Work Plan
 - a. Commit to participating in person or virtually at Council meetings after the grant is awarded (approximately five meetings).
 - b. Detail their strategy as it pertains to:
 - i) Researching policy issues discussed by the Council;
 - ii) The approach to developing an informative and well-organized template to be used in drafting position briefs;
 - iii) Completion of the drafting process for position briefs;
 - iv) Obtaining input from the Council during the vetting process; and
 - v) Ensuring position briefs are of academic quality.
3. Statement of Problem

V. INFORMATION REQUIRED IN OFFEROR PROPOSALS

A. Transmittal Letter

A transmittal letter prepared on the Offeror's business stationery is to accompany the original and required copies of this proposal. The purpose of this letter is to transmit the proposal; therefore, it should be brief. The letter **MUST** be signed by an individual who is authorized to bind his/her firm to all statements, including services and prices contained in the proposal. The Transmittal Letter should include the following:

- Name and address of the Offeror;
- Name, title, e-mail address, and telephone number of primary contact for the Offeror;
- Solicitation Title and Solicitation Number that the Proposal is in response to;

- Signature, typed name, and title of an individual authorized to commit the Offeror to its Proposal;
- Federal Employer Identification Number (FEIN) of the Offeror, or if a single individual, that individual's Social Security Number (SSN);
- Offeror's eMM number;
- Offeror's MBE certification number (if applicable)

B. Technical Proposal

This part should be prepared in a clear and precise manner. It MUST address all appropriate points of this proposal except the financial information. This volume consists of, and MUST contain the following sections for each part of the technical requirements for which a proposal is being submitted:

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- 1. Statement of the Problem**
 - 2. Proposed Work Plan**
 - 3. Experience and Qualifications of the Proposed Staff**
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1. The "Statement of the Problem" should demonstrate that the offeror clearly understands MHCC objectives and goals with respect to the work that is the subject of this bid proposal. The offeror should also demonstrate an understanding of the analyses that will be required on health care facility projects.
2. The "Proposed Work Plan" section is to contain a brief general description of the work plan proposed to meet the requirements. It should address the firm's methods and techniques for meeting the requirements outlined in this procurement.
3. The "Experience and Qualifications of the Proposed Staff" section should describe the proposed staff's experience and qualifications relative to the specific responsibilities outlined in the work plan for this procurement.
 - a) Please include individual resumes for the key personnel who are to be assigned to the project if the offeror is awarded a contract. Subcontractors, if any, must be identified, and a detailed description of their contributing role relative to the requirements of the proposal should be included in the proposal. Each resume should include the amount of experience the individual has had relative to the work called for in this solicitation.
 - b) Letters of intended commitment to work on the project from all key personnel, including subcontractors, should be included with the proposal.

C. Financial Proposal

The financial proposal should provide an hourly rate by labor category. The information will be used for evaluation purposes and bid comparisons. Billing under the contract will be for actual hours worked by each individual up to a maximum total annual billing of \$25,000 for the contract. The contractor may not bill for work unless and until such work is specifically requested by the Contract Monitor.

Labor Category	Hourly Rate
Principal	\$
Other	\$

VI. TERMINATION CLAUSE

This contract may be terminated at any time and/or for any reason at the convenience of the State. Bidders must acknowledge this statement in their response to this Bid Board Notice.

**MINORITY BUSINESS ENTERPRISES AND SMALL BUSINESSES
ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION**